

ASSISTANT FIRE CHIEF

General Statement of Duties: directs the activities of a division of the Fire Department; does related work as required.

Distinguishing Feature of the Class: This is highly responsible administrative and fire protection work. Incumbents are assigned the duties of supervising firefighting activities on an assigned shift, or the duties as training officer, or the duties of fire marshal. Work is carried out with wide latitude for exercising individual judgement under general direction of the Fire Chief.

Areas of Accountability:

1. Directs and coordinates the activities of the division to which assigned.
 - Sets goals and objectives for the division in conjunction with the Fire Chief, insures these are carried out.
 - Administers division budget.
 - Researches and plans activities, making recommendations for changes in operation and department or division.
 - Directs the use of personnel and equipment at fires.
 - Keeps abreast of new ideas and technology in the field.
2. Plans, assigns, and supervises the work of fire department personnel.
 - Makes recommendations concerning hiring and disciplinary actions; adjusts grievances at this level of command.
 - Reviews and evaluates performance of subordinate employees.
 - Enforces department rules and regulations, City personnel rules, union contract provisions.
 - Provides for employee training.
3. Coordinates inspectional activities for the department.
 - Investigates the sources and circumstances of fires to detect their cause.
 - Inspects building and other properties for fire hazards.
 - Enforces fire prevention regulations and takes actions to secure abatement of fire hazards.
 - Develops and implements programs for public education in the area of fire protection and safety.
4. Develops and implements the department's training program.
 - Evaluates departmental training needs and develops programs accordingly.
 - Coordinates training programs with fire academy
 - Researches and makes recommendations concerning new technology and procedures.
 - Coordinates apprenticeship program.

- Supervises physical agility and skills exams for entrance and promotional examinations.
 - Arranges for training sessions including scheduling.
5. Manages supplies and equipment.
- Acts as supply officer for the fire station.
 - Maintains inventory of supplies and equipment.
 - Insures equipment is in proper working condition.
 - Arranges for repair and maintenance of equipment as needed.
 - Conducts annual testing of equipment.
6. Maintain effective working relationship with the general public, co-workers, and subordinate employees.
- Handles public calls and complaints.
 - Makes presentations to citizen groups.
 - Represents fire department at City and government meetings.
 - Disseminates information to the media regarding department activities.
 - Keeps employees informed of changes in department policy or procedures and other matters of interest.
7. Maintains departmental records.
- Maintains employee personnel and attendance records.
 - Keeps daily log of all activities.
 - Compiles statistics and prepares reports.
 - Obtains necessary information for insurance reports.
 - Maintains training records.
 - Processes and maintains records of inspection and enforcement activities.

Required Knowledge, Skills and Abilities: Thorough knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems; thorough knowledge of the use and operation of a wide variety of fire motor and auxiliary apparatus; thorough knowledge of laws, rules and regulations relating to fire control and prevention; comprehensive knowledge of the geography of the City including the location and principal buildings; ability to plan layout and direct the work of subordinates and to maintain discipline; good knowledge of modern management practices; good oral and written communication skills; ability to maintain effective working relationships with City staff and the general public; good physical condition.

Acceptable Experience and Training: Requires a combination of experience and training which provides the required knowledge, skill and abilities which shall include at least 8 years continuous employment on the Council Bluffs Fire Department including at least 2 years of employment as an engineer.